

**I. CALL TO ORDER** at 6:10 pm in the basement meeting room of the Fremont Town Hall. Present were Selectmen Gene Cordes and Leon Holmes Sr; and Town Administrator Heidi Carlson. Selectman Brett Hunter arrived at 6:25 pm. The board decided to postpone the public hearings to their posted snow date of February 20, 2014 due to the inclement weather conditions this evening. The following notice was posted at the Town Hall, website and a message sent by email to anyone who had expressed interest in the hearings.

***PUBLIC NOTICE***  
***THURSDAY 13 FEBRUARY 2014***

*The Selectmen will meet at 6:00 pm this evening for urgent business only. All appointments will be rescheduled, and the posted Public Hearings have been moved to the snow date of Thursday February 20, 2014.*

*Please call 895 2226 x 10 for more information.*

**II. ANNOUNCEMENTS**

The 2013 Annual Town Report is complete and posted on the website. Materials are all at the printer and are due for delivery by Friday February 28, 2014.

All Town Offices are closed on Monday 17 February 2014 in observance of President's Day. There are no delays in trash and recycling collections.

**III. LIAISON REPORTS - None**

**IV. APPROVAL OF MINUTES**

Selectmen reviewed a draft of the minutes from 06 February 2014. Motion was made by Cordes and seconded by Holmes Sr to approve the minutes as written. The vote was unanimously approved 2-0.

Chairman Hunter came in to the meeting at 6:25 pm, delayed due to the weather on his commute home.

**V. SCHEDULED AGENDA ITEMS**

6:45 pm Public Input / Department Heads

Fire Chief Richard Butler came in to the meeting at 6:35 pm. Chief Butler asked the Board their thoughts about a non-resident application to the Fire Rescue Department. The Town's application policy for public safety services was at the table for review, and does not preclude a non-resident. The Department's application states a residency requirement. Butler explained that he has been approached by a member of the Sandown Fire Department who is Firefighter II and EMT certified who spends much of his time in Fremont with his girlfriend, and has asked about joining here as well.

This was discussed in general terms, and the Board was not opposed to it. All of the necessary application forms and background checks need to be completed here prior to acceptance of the member.

At 7:30 pm Keith Stanton came in to the meeting for the Public Hearing on SB2 rescission petition. He was advised that due to the weather and to afford everyone an opportunity to attend, the hearing had been postponed to its designated snow date of February 20, 2014 at 7:30 pm.

**TOWN OF FREMONT PUBLIC HEARING**

*The Fremont Selectmen will hold a Public Hearing at 7:30 pm on February 13, 2014 at the Fremont Town Hall (basement meeting room) in accordance with NH RSA 40:14 regarding a petition submitted for the Town Meeting Warrant relative to rescission of SB 2 in accord with RSA 40:13. In case of inclement weather, this hearing will be held at 7:30 pm on February 20, 2014.*

*The public is encouraged to attend.*

Posted at Town Buildings and on Town Website: 13 January 2014  
Published: 03 February 2014 Manchester Union Leader  
Published: February 2014 Town Newsletter

7:45 pm Public Hearing on OHRV Special Revenue Fund rescission – postponed to snow date of February 20, 2014 at 7:45 pm.

**TOWN OF FREMONT PUBLIC HEARING**

*The Fremont Selectmen will hold a Public Hearing at 7:45 pm on February 13, 2014 at the Fremont Town Hall (basement meeting room) in accordance with NH RSA 31:95-c & d regarding rescission of a Special Revenue Fund, created in 2001, for OHRV and Town Ordinance Fines.*

*The 2014 Town Meeting Warrant will consider rescinding this article in favor of creating a Revolving Fund for the same purpose. These votes do not affect the tax rate, and will self-fund the necessary equipment for the Town to provide proactive OHRV patrol, thus helping to reduce the Police Department budget operating costs for maintenance and upkeep.*

*In case of inclement weather, this hearing will be held at 7:45 pm on February 20, 2014. The public is encouraged to attend.*

Posted at Town Buildings and on Town Website: 15 January 2014  
Published: 03 February 2014 Manchester Union Leader  
Published: February 2014 Town Newsletter

Copies of information emailed in today by Kathie Richard, Executive Director of the Seacoast United Foundation, was copied and distributed to Board members to review. Ms Richard was advised to call in on Friday to reschedule the meeting with the Board. Members did say that any proposal to hold an overnight soccer-thon that was not in compliance with the approved site plan would need to be presented to the Fremont Planning Board.

Carlson advised that Ms Richard was given that information about a month ago when she scheduled the initial appointment with the Selectmen. Carlson will follow up with her on Friday by email.

**VI. OLD BUSINESS**

1. In follow-up to the audit, some policy reviews are due. Copies of the Fraud Policy, Capital Assets and Depreciation Policy, Credit Card Policy, Investment Policy, and Purchasing Policy were distributed for Board re-review.

There was discussion about the Board of Selectmen rules of Procedure, and copies of this were also circulated for review. There was discussion about the Purchasing Policy and some updates to be made in light of audit findings. These policies were placed on the Board's agenda of February 27<sup>th</sup> for follow-up.

The Board also discussed a monthly checklist to be used to be sure Treasurer and other reports were done/received timely. This would help in end of year preparation for the audit as well.

2. Carlson advised that the Building Inspector had made a formal request, in observance of the Town's current practice, to waive the electrical permit fee for the repair work at Fremont Pizzeria in light of the fire. The email had not been printed and the information will be put together with a copy of the permit for the Board's review and final approval next week.

## **VII. NEW BUSINESS**

1. Selectmen reviewed the payroll manifest \$18,351.89 and accounts payable manifest \$46,612.44 for the current week dated 14 February 2014. Motion was made by Cordes and seconded by Hunter to approve the accounts payable manifest of \$46,612.44. The vote was unanimously approved 3-0. Motion was made by Cordes and seconded by Hunter to approve the payroll manifest of \$18,351.56. The vote was unanimously approved 3-0.

2. Selectmen reviewed and approved bills and invoices for payment.

3. Selectmen reviewed the folder of incoming correspondence. Board members reviewed and signed outgoing correspondence to NH Secretary of State Scanlon regarding questions on the SB2 Warrant Article. Selectmen asked for this to be scanned and emailed to the Secretary of State's Office in hopes of follow-up for the pending public hearing next week. Selectmen signed a letter to Chief Twiss regarding his appointment.

4. Selectmen reviewed some of the preliminary audit findings. The monthly deposit reconciliation needs to be reviewed and initialed monthly and Selectmen missed signing one of this year's journal entries. The Treasurer's records were not in order and she was cited for timeliness of deposits, certain fund reconciliation, and lack of a complete cash book. Carlson had discussed these items with the Treasurer throughout the week and she would like to attend the Board's meeting when the final report is complete and Lead Auditor Mike Campo can come down for a meeting.

5. Selectmen noted a resignation letter has been received from Michael Greeley. They asked Carlson to follow-up with Chief Twiss on the vacant part-time patrol position. Selectmen also noted a resignation letter from Christyn Surprenant, so an ad for the Camp Director position is being compiled for inclusion in the March Newsletter.

## **VIII. NON-PUBLIC SESSION NH RSA 91-A**

The next regular Board meeting will be held on Thursday February 20, 2014 at 6:00 pm.

**IX. ADJOURNMENT** – At 7:35 pm motion was made by Holmes Sr to adjourn the meeting. Hunter seconded and the vote was unanimously approved 3-0.

It is noted for the minutes that the Town Hall was open until Carlson left at 8:30 pm and no other attendees for the public hearing were present.

Respectfully submitted, Heidi Carlson, Town Administrator